



Report to

WA State Office of Financial Management

Grants, Contracts and Loans Feasibility Study

Deliverable Expectations Document – Alternative Solutions and Recommendation



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Date: January 17, 2006



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Confidentiality/Validity

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1. INTRODUCTION

The Washington State Department of Ecology must replace its aged Contracts & Grants Management System that processed transactions totaling \$392 million in the 2003-2005 biennium. OFM has proposed that Ecology's replacement be directed into an enterprise system for Washington State to be used by multiple agencies for grants, contracts, and loans management. Benefits are avoidance of duplicative systems costs among agencies, cross-agency monitoring of projects, and improvement of core business practices. OFM is leading the effort, joined by the Departments of Ecology (ECY) and Community, Trade and Economic Development (CTED) as the first customers of the new system. An enterprise system is also mission-critical to CTED; it distributes over \$1.2 billion in new and existing contracts and loans through manual procedures and spreadsheets and seeks improved business practices and information systems.

This document is part of a feasibility study that will allow OFM, ECY and CTED to plan for an enterprise solution for grants, contracts and loans management (within the scope of this project) by documenting:

- The requirements for an enterprise grants, contracts and loans solution
- The business case for proceeding with such a solution
- The alternatives – and costs and benefits – for a solution and a recommended solution

And, for the recommended solution:

- A conceptual design
- A work plan
- A risk management plan

2. APPROACH

The team will expand on the information gathered for the business case to produce this document.

The fit to requirements will be inspected and documented in more detail, as will the costs and benefits and risks of each solution. As needed, we will contact vendors and agency staff for more information. For custom and modified solutions, we will send the requirements to our Software Development Center for an estimate of hours based on function points.

We will break down the estimated yearly costs and benefits by object and sub-object code, as required by the Feasibility Study guidelines.

The analysis will be presented to the User Group and the Steering Committee/Project Sponsor for review, discussion and recommendation. The results of those meetings will then be included in this document as a Recommendation.

2.1. Deliverable Responsibility by Document Section

Section	Description	Resp.
Identification and Analysis of Alternative Solutions, Recommendation of a Preferred Solution		
Introduction		Baque
Purpose	Purpose of this document	
Background	Brief description of the project, the current business situation and business problems/issues	
Approach	Approach taken to complete this deliverable	
Sources	Sources of information for this deliverable	
Relationship to other deliverables	Relationship of this deliverable to others in the project	
Solution Alternative Fit Analysis		
Alternative Descriptions	Description of the alternatives considered	Babington / Wilmot / Sims
Requirements/Solution Mapping	Completed grid of requirements vs solution, showing type of fit and notes	ECY / CTED / Sims / Hudson / Wilmot / Babington / Baque
Analysis of Requirements/Solution	Written analysis of solutions' fit to requirements. Written analysis of how many requirements can be	ECY / CTED / Sims / Hudson / Wilmot / Babington / Baque

Section	Description	Resp.
on Mapping	met by the features generally available in an ERP solution.	
Solution Alternative Costs– by solution	Anticipated costs for each solution, including one-time and ongoing	ECY / CTED / Sims / Hudson / Wilmot
Solution Alternative Benefits– by solution	Anticipated benefits for each solution, estimated as much as possible	ECY / CTED / Babington
Solution Alternative Risks– by solution	Anticipated risks for each solution	Wilmot / ECY / CTED
Recommended Solution Alternative	Recommendation	ECY / CTED / Wilmot
Appendix A Revision Log	Log of all revisions to this document	
Appendix B Supplemental Materials		

3. ASSUMPTIONS

All assumptions in the Project Plan were made when determining the expectations of this deliverable.

4. DELIVERABLE SCHEDULE

This schedule includes the review and sign off tasks that are associated with completing this deliverable.

Task	Start Date	Completion Date
1. Identification and Analysis of Alternatives and Full Recommendation Narrative with Recommendation of Preferred Solution		3/13/06

5. DELIVERABLE FORMAT

The final deliverable will be a Word document delivered via email.

6. ACCEPTANCE CRITERIA

This section outlines the criteria that must be met in order for this deliverable to be considered complete. Prior to submission of this deliverable to OFM, the following criteria must be met.

- All sections are clear and accurate
- The document has been reviewed for quality by its agreed-upon approvers and has been found satisfactory

7. DELIVERABLE FINAL APPROVAL

The following are the required approvers of this deliverable. Approvers must select one of these dispositions after reviewing it:

1. I approve this deliverable and have no further questions or comments.
2. I conditionally approve this deliverable, contingent on the corrections below.

Approver: Sharon Novak	Disposition	Date
Approver: Allen Schmidt	Disposition	Date
Approver: Carol Baque	Disposition	Date

Comments: